

Categories of Acceptable Activities for a Licensed Educator.

- A. A college/university course:
 - (1) Shall be successfully completed with a "C" or better, or a "pass."
 - (2) Each semester hour equals 18 license points; or
 - (3) Each quarter hour equals 12 license points.UCAT credits: if it is equivalent to semester hours, 18 points per hour; or if in hours, 30 hours equal to one semester hour (18 pts).

- B. Professional Development:
 - (1) shall be state-approved under R277-519-3.
 - (2) may be requested from the USOE by:
 - (a) written request from a private provider on a form supplied by the USOE and received by the appropriate USOE subject specialist at least two weeks prior to the beginning date of the scheduled professional development, or
 - (b) a request submitted through the computerized professional development program connected to the USOE licensure system.
 - (i) The computerized process is available in most Utah school districts and area technology centers.
 - (ii) Such requests shall be made at least two weeks prior to the beginning of the scheduled professional development.
 - (3) Each clock hour of authorized professional development time equals one professional development point.
 - (4) The professional development shall be successfully completed through attendance and required project(s).

- C. Conferences, workshops, institutes, symposia, educational travel experience or staff-development programs:
 - (1) Acceptable workshops and programs include those with prior written approval by the USOE, recognized professional associations, district supervisors, or school supervisors regardless of the source of sponsorship or funding.
 - (2) One license point is awarded for each clock hour of educational participation.

- D. Content and pedagogy testing:
 - (1) Acceptable tests include those approved by the Board.
 - (2) 25 license points shall be awarded for each Board-approved tests score report submitted.
 - (3) No more than two test score reports may be submitted in a license cycle for a maximum of 50 Points.

- E. Service in professional activities in an educational institution:
 - (1) Acceptable service includes that in which the license holder contributes to improving achievement in a school, district, or other educational institution, including planning and implementation of an improvement plan.
 - (2) One license point is awarded for each clock hour of participation.
 - (3) An inactive educator may earn professional development points by service in professional activities under the supervision of an active administrator.

- F. Service in a leadership role in a national, state-wide or district recognized professional education organization:
- (1) Acceptable service includes that in which the license holder assumes a leadership role in a professional education organization.
 - (2) One license point is awarded for each clock hour of participation with a maximum of 10 license points per year.
- G. Educational research and innovation that results in a final, demonstrable product:
- (1) Acceptable activities include conducting educational research or investigating educational innovations.
 - (2) This research activity shall follow school and district policy.
 - (3) An inactive educator may conduct research and receive professional development points on programs or issues approved by a practicing administrator.
 - (4) One license point is awarded for each clock hour of participation.
- H. Acceptable alternative professional development activities:
- (1) Acceptable activities are those that enhance or improve education yet may not fall into a specific category.
 - (2) These activities shall be approved by an educators's principal/supervisor.
 - (3) One license point is awarded for each clock hour of participation.
- I. Substituting in a unit of the public education system or an accredited private school may be an acceptable alternative professional development activity toward license renewal if the license holder is not an active educator as defined under R277-501C and is paid and authorized as a substitute. A substitute shall earn one point for every two hours of documented substitute time. Verification of hours shall be obtained from the employer or from the supervising principal. A license holder may earn up to 25 professional development points per year not to exceed a total of 50 points in a license cycle as a substitute.*
- J. A license-holder who instructs students in a professional or volunteer capacity in a unit of the public education system or an accredited private school may earn up to 25 professional development points per year not to exceed a total of 50 points in a license cycle. Paraprofessionals/volunteers may accrue one professional development point for every three hours of paraprofessional/volunteer service, as determined and verified by the building principal or supervisor.*
- K. Up to 50 license points may be earned in any one or any combination of categories E, F and G above.

*For categories I and J regarding documentation of substituting or volunteering in a professional capacity, please provide verifiable proof. This information needs to be completed on letterhead and determined and verified by the building principal or

supervisor. If substituting in more than one school, verification of total hours per school year may be obtained from the district, charter or accredited private school's human resource representative. The document must be signed by your principal or human resource official."

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